



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

REVISED

June 14, 2007

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

COUNTY ADMINISTRATIVE STRUCTURE - MEETINGS (ITEM NOS. 11 AND 12, AGENDA OF JUNE 19, 2007)

The purpose of this memorandum is to provide your Board with additional information on the types of meetings that would be held under the Chief Executive Officer Administrative Structure. Specifically, during your June 5 discussion of Supervisor Antonovich's motions, which were continued to June 19, you had requested clarification on the purpose and participants of various meetings and on the intent behind the Chart on Page 21 of the Administrative Transition Report.

To assist your Board in the June 19 continued discussion of these issues, two documents are attached:

- A revision of the Page 21 Chart which is intended to clarify how the CEO's Administrative Review Process relates to the Policy Planning and Development conducted through the Clusters (Attachment I).
- A list of the major meetings that will be held by the CEO/Chief Deputy CEO and the Deputy CEOs. The list includes information on the participants, purpose, timing, and whether the meeting is considered a Brown Act meeting. County Counsel has reviewed and provided input as to whether the meeting is or is not subject to the Brown Act (Attachment II).

If you have questions, please call me or your staff my call Lari Sheehan at (213) 893-2477 or via e-mail at lsheehan@cao.lacounty.gov.

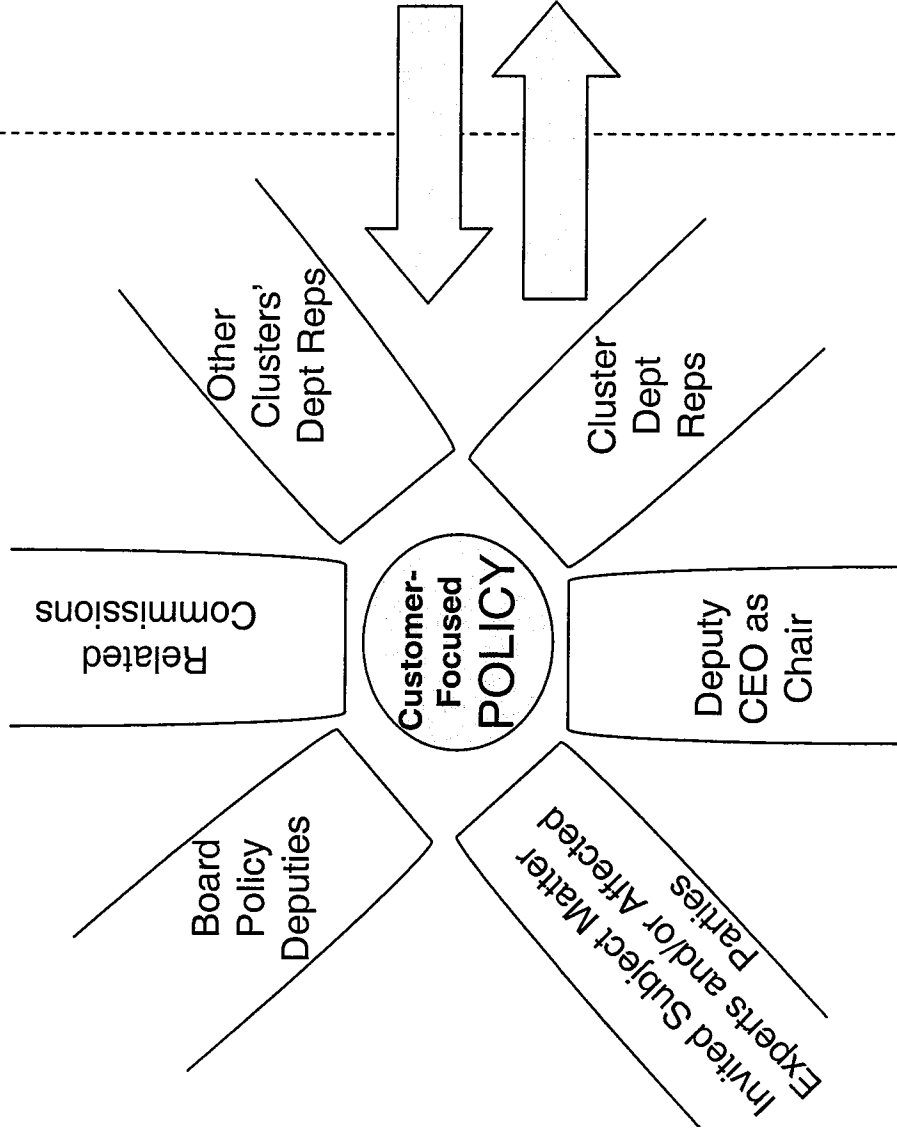
DEJ:SRH
LS:os

Attachments (2)

c: Executive Officer, Board of Supervisors
County Counsel

ATTACHMENT I

Policy Planning & Development



Policy planning and implementation discussions to develop recommendations for Board policy direction with affected parties including stakeholders; ensuring service integration, improved outcomes for customers and preparation of a detailed implementation plan.

CEO Administrative Review Process

- Budget Implications
- Legal Concerns
- Legislative Impact
- Personnel / Staffing Issues
- External Relations
- Operational Alignment
- Integration of Service

Review policy and procedural recommendations to ensure: alignment across Clusters; maximum service integration; financial, legal, legislative, staffing, and operational implications are fully analyzed; consistency with the Board's Countywide priorities; and the implementation plans are fully developed.

ADMINISTRATIVE STRUCTURE

Administrative Process

- CEO/Chief Deputy CEO Administrative Review Process.
 - Chief Deputy CEO, Deputy CEOs, County Counsel, Auditor-Controller, Legislation and Intergovernmental Affairs, Personnel, Budget/Finance/Facilities, External Relations are typical participants.
 - Review status of policy and procedural matters to ensure: alignment across Clusters; consistency with Board priorities/direction; full analysis of legal, legislative, financial, and operational impacts; customer service outcomes and service integration opportunities are fully analyzed and optimized.
 - The Administrative Review Process may be accomplished through conference calls, person-to-person calls, e-mails, and face-to-face meetings depending on the issues to be reviewed, participants and the required timetable.

ATTACHMENT II

ADMINISTRATIVE STRUCTURE

Meetings

Purpose/Participants/Description/Timing

- Cluster Agenda Review Meetings
 - Board Policy Deputies, Cluster Department Heads, and other staff as-needed.
 - Informational discussion of upcoming and pending agenda items, limited to items scheduled or anticipated to be filed within the next 30 days.
 - Called by the Deputy CEOs on a regular basis.
 - Brown Act (consistent with Board policy adopted July 16, 2002).
- Cluster Policy Planning, Development, and Implementation
 - Board Policy Deputies, Cluster Department Heads and their staff (Department Heads included would depend on the policy issue), appropriate Commission representatives, subject matter experts, stakeholders, other Cluster representatives, other staff as-needed.
 - Identify and clarify the issues, brainstorm and refine potential solutions, develop recommendations and implementation plans relative to Board policy direction, and ensure appropriate and timely implementation of Board policy direction.
 - Called by the Deputy CEOs as-needed.
 - Brown Act (new policy to be developed consistent with existing Board policy).
- Informational Briefings with Board Chief Deputies/Chiefs of Staff
 - Board Chief Deputies/Chiefs of Staff, CEO, and Chief Deputy CEO.
 - Discuss emerging financial, operational, programmatic, employee relations, and legal issues.
 - Called by the CEO on an as-needed basis.
 - Non-Brown Act.

ADMINISTRATIVE STRUCTURE

Meetings - Purpose/Participants/Description/Timing

Page 2

- Cluster Administrative Meetings
 - Cluster Department Heads, other staff as-needed.
 - Discuss Cluster operations and cross-departmental operational issues, such as agenda review process, performance evaluation process, and potential interdepartmental collaboration concerning operations, programs, and funding.
 - Called by the Deputy CEOs monthly.
 - Non-Brown Act.